

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
October 3, 2005

PRESENT: LAURA BUONO CHAIRMAN; LEON METHOT, VICE CHAIRMAN; HELEEN KURK, SELECTMAN; JOSEPH M. FIALA, SELECTMAN

TOWN ADMINISTRATOR: Gregory C. Begin, Interim

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Forrest Esenwine, Ginger Esenwine, George Malette, Jon Osborne, Donald Burke, Janet Brown, Paul Hague, Richard Butt

6:32 Chairman Laura Buono called the meeting to order.

1. PUBLIC PARTICIPATION – Mr. George Malette informed the Board he found Weare's 2005 Master Plan on the Southern New Hampshire Planning Commissions Website. Mr. Malette would like to inform residents of where they can review the plan and would like to post it on the cable channel and possibly post it on the board outside the town hall or school sign.

2. CORRESPONDENCE – Selectman Fiala mentioned he attended the meeting held by the School Board regarding the new middle school and said the meeting was well attended, good questions were brought forth, and drainage issues were discussed. Selectman Fiala said the School Board plans on breaking ground in March 2006, they have all permits in hand except 1 or 2 and everything is on schedule.

Selectman Kurk updated the Board on special election information, Goffstown voted 3-1-1 on hold an Election for the missing State Representative. Selectman Kurk said the Counsel will be meeting on Wednesday then again two weeks from then. The best situation for Weare would be if the Governor understood our position, the election would cost us money but not give us more representation. Selectman Fiala feels we will have to hold the election. Selectman Kurk stated the best interest of the town would be not to hold the election stating a lot of money would be spent for no benefit.

Selectman Kurk asked the Board if they have received the written verification that a private person can change a Class VI road with approval from the Road Agent.

Selectman Kurk asked the Board where they stand regarding the new Town Administrator having a car. Selectman Fiala was in favor of the idea but was not sure how it can be guaranteed they can get a car. Chairman Buono feels it's a good idea but not sure how and doesn't want to go to Deliberative Session and tell people we need to get a new cruiser and rotate an old one to the new Town Administrator. It was discussed if they can't work out the rotation because there is no cruiser available, would be getting a used car be unreasonable. Vice Chairman Methot asked Chief Begin if they have a vehicle they could rotate out. Vice Chairman Methot said a used reasonable vehicle is a possibility. Selectman Fiala feels they shouldn't include a car in the package and

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possibly pay mileage for awhile. Selectman Kurk would like a bottom line answer as to whether the Town Administrator can have a car. The Board agreed they should say no at this time to the Town Administrator having a vehicle until they can make sure one will be available.

3. HISTORICAL SOCIETY REGARDING MILDRED HALL ESTATE – Mr. Neal Kurk, Vice President of the Historical Society distributed minutes of the Historical Society meeting to the Board. The Historical Society brought forth names of people interested in serving as committee members to advise the Selectmen in matters pertaining to the Will of Mildred E. Hall. The Historical Society would like the Board to appoint 3 members and 3 alternates to serve on the committee. The Historical Society would like the Board to look at their recommendations. The Will states the Board must make the decision on the recommendations from the Historical Society. Selectman Kurk asked the timeframe of the alternates. Mr. Kurk stated it was undetermined at this time. Selectman Fiala said he thought the directive of the committee was to form a committee with 3 members and feels the alternates are not even necessary that it is fine with leaving the alternates open with an undesignated term. Chairman Buono feels terms would be nice just in case there are members who would like to become an alternate in the future. Vice Chairman Methot feels there should be terms set for the alternates. Mr. Kurk will write up a proposal for the next meeting with final members. Mr. George Malette, said he was nominated but there was a tie in the alternates which kept him off the proposal.

4. AVITAR – Chairman Buono said they originally asked to meet with Avitar when they received notification Craig Nichols left their employment. Ms. Lauren Martin said Mr. Gary Roberge has been in when necessary contract assessing needs are to be done. Vice Chairman Methot feels as long as work doesn't fall behind any schedule is fine with him. Ms. Martin said they have just about completed list letters, people who didn't have interior inspections previously. Ms. Martin said Mr. Roberge feels he doesn't need to come in one day a week. Chairman Buono asked then why are we still paying for one day a week. Ms. Martin informed the Board they are in the third phase, data verification. Ms. Martin said everything is still on schedule and they will be all set for MS1 for 2006.

Chairman Buono said she has an issue with Avitar, previously they said we needed a full time assessor, then said we need an assessor one day a week, now our office staff can keep up with a lot of the work. Ms. Martin said Avitar still needs to do new construction, data verification and provide the best service possible. Ms. Martin feels they can do a better service to Weare by having 4 people come when needed instead of 1 person 1 day a week. Avitar takes care of all the data verification and all the questions that Judy Rogers cannot answer. Vice Chairman Methot asked if there will be a budget presentation made to the Board and would like to see a proposal on the whole evaluation for 2006.

Chairman Buono said she would like to hear from Judy Rogers and she is concerned with the assessing work. Chairman Buono said she was very disappointed Gary Roberge was not here tonight. Ms. Rogers feels Mr. Roberge really stepped up to the bat when Craig Nichols left Avitar. Ms. Rogers said Mr. Nichols did a lot to get things all caught up. Ms. Rogers said she is really busy in the office because she now does all the background stuff for Avitar and the budget work and Avitar does values and she won't do that. Ms. Rogers said her problem is putting all the stuff into the computer and was never trained and does not have time to enter it all even if she was taught. Chairman Buono said she is really concerned with what will happen after the evaluation when all the abatements come in. Chairman Buono is concerned with the price and maybe having someone in the office doing some of the work. Ms. Martin says she feels the Boards pain. Ms. Martin said they are trying to give us the best performance at the best price. Selectman Kurk thanked Ms. Martin for bringing in the information and keeping them informed but they need to have further discussions.

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5. CABLE COMMITTEE – Mr. Paul Hague asked the Board if they had ample time to look at their proposal. Selectman Kurk questioned the test equipment. Mr. Hague said the equipment will review signal quality before it goes out on the air and keep good standards and also help with troubleshooting (if the problem is with our equipment or the cable company's equipment). Chairman Buono said the proposal was exactly what she would like to see. Mr. Hague said if all 5 items were approved it would total \$23,500. Mr. Hague said in reviewing their budget and Capital Reserve they have enough funds at this time to improve the quality of the cable. The Board went over list of items they would like to purchase. Chairman Buono asked if they had to split the list between years how that would work. Mr. Hague said they would like to purchase items 1-4 which comes to \$17,100 which they have enough funds to cover. Selectman Kurk asked Mr. Hague if he is sure everything has been calculated into his budget, please check to see. Mr. Hague is asking the Board for their approval to expend the funds. It was discussed it could be possible there is \$8,000 more from the warrant that has not been included in their budget yet. Vice Chairman Methot asked who will be doing all this work. Mr. Hague said this will all be going out to bid. The figures were brought forth by meetings held with the Cable Committee; they had someone come in to give them expert advice. Timeframes will be sent out. They have the Board's blessing to purchase the equipment and perform the work.

6. OPENING OF LAWN CARE BIDS – Chairman Buono opened the lawn care bids, they received two bids:

- Jag Property Care in Windsor, NH for \$46,287.50 which includes Bolton Field
- Cutting Blade Lawn Care
 - Cemetery
 - 2006 \$21,500
 - 2007 \$22,500
 - 2008 \$23,500
 - Municipal
 - 2006 \$11,500
 - 2007 \$12,000
 - 2008 \$12,500
 - Fire
 - 2006 \$ 5,500
 - 2007 \$ 5,500
 - 2008 \$ 6,000

Selectman Kurk said she has heard nothing but good words about Cutting Blade plus they are less expensive and local. Vice Chairman Methot likes the option of a 1, 2, or 3 year contract. Chairman Buono said the advantage with Cutting Blade is consistency. Selectman Kurk said Cutting Blade has a great track record and it is hard to go with the unknown.

Mr. Donald Burke, Cemetery Trustee, would like to see a break down of the Cemetery contract. Mrs. Janet Brown commented they have a good contract now and feel Cutting Blade has done such a wonderful job and they have received so many compliments. It gives her great pride to see the wonderful condition of the cemeteries now and feels Cutting Blade has brought respect to every cemetery in Weare. They are concerned if they get a different provider it would cause them a big inconvenience. Cutting Blade has the help they need. Mrs. Brown feels Cutting Blade has taken the extra care needed and they appreciate their efforts. The Board discussed the bids need to be sent to Fire to review as well. The Cemetery Trustees would prefer a 3 year contract.

7. DISCUSSION-UPDATE OF CIP – Mr. Paul Morin said he came before the Board previously and is here again stating the Capital Improvement Subcommittee of the Planning Board wants to proceed with some support from the Board of Selectmen. Mr. Morin said the Committee is undertaking a more comprehensive approach and planning the expenditures of the Town of Weare. The CIP subcommittee has met with some of the Department Heads getting good detail and well thought out as to what they foresee of their needs to be for the future 5 years and hopefully leaving room for the unanticipated. Mr. Morin said he is here to ask to establish

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what the Capital expenditure improvements have been for the past 5 years and what percent of the Town's budget should be used. The rate would expand with the growth of the town and the percentage would be reinvested. Selectman Fiala said it is important to get a buy in for this idea from the town and he would like to know what they can do all together so the voters all understand this will come up year after year to make it work. Selectman Fiala said there is a need for continual investment in our town. Chairman Buono said this would help in a stabilization of the tax rate. Chairman Buono said she is a firm believer in the CIP and educating the public on the direction the town needs to go in. Mr. Morin said there has been discussion on the CIP for years but there is nothing down on paper stating this is what we are buying into each year. Mr. Morin stated he would like a formalized document adopted with the thought going into what the town needs over the coming years and would like documentation available for voters to review. The document would state what each Department would like to accomplish and what needs to be taken care of. Mr. Morin commented on Mr. Butt's comment that the CIP and the Master Plan do not mesh. Mr. Morin stated if they are doing their job well then it should make the Selectmen's job a lot easier. Selectman Kurk says this allows the town to be stable and looks at what you need in the future and what you need now and that we have the funds available to accomplish these tasks. Selectman Fiala said with all of the planning tools available to run the town the CIP is the most important. Mr. Morin said a Capital Improvement Plan is not as effective if it does not encompass all the necessary needs. Everything should be included in the plan regardless of cost or no cost impact. Mr. Morin said the Board needs to take charge of the needs of the Departments and to keep the CIP subcommittee always informed on the needs of the Departments. Mr. Morin feels the most responsible way of going about this is to make sure the funds are available for the things which take priority and good planning. The subcommittee has set forth a plan if something will cost \$60,000 and is needed in 4 years, instead of putting away \$15,000 a year for 4 years, just put \$60,000 towards it on the 4th year so it frees up other funds to help the town get what they need sooner. Selectman Fiala hopes we can really educate people on the need of the CIP and it will make the difference in the future. Mr. Morin said the mailer is really counted on by the voters and they should utilize it to include information.

Chairman Buono discussed the town of Weare having a fiscal policy - we are at the stage where we really need to have something. Selectman Kurk stated she would like the full idea of the framework.

5. CONSERVATION COMMISSSION – Mr. Tom Carr, said Paul Morin has been to the Conservation Commission multiple times to help them understand the CIP. Mr. Carr was wondering if they could get an internet link available in the Selectmen's Conference Room. Vice Chairman Methot will look into it. Mr. Carr informed the Board they have not found anyone who would like to take over the position of Forest Manager and they would like to have someone dedicated to managing the forest. Tom Carr mentioned Mr. Todd. Selectman Kurk said the Conservation Commission could oversee and they wouldn't need a manager. Mr. Carr told the Board he was concerned with dirt roads being updated to asphalt and would like to be involved when those proposals come about and how the upgrade would affect the area around it (wetlands, drainage).

They discussed a road being changed from asphalt to gravel and the ordinance which addresses the maintenance issues on that road. Mr. Carr said site plans and subdivision plans go to the Conservation Commission before going to the Planning Board. Vice Chairman Methot asked Mr. Carr if he touched base with the Open Space Committee commenting that with all the open space at some point they might have to have someone oversee this open space which could possibly be a stipend position. Mr. Carr discussed easements stating the Conservation Commission is made up of all volunteers and they don't have the time they need to put into it. Conservation Commission monitors 3 properties right now which take about a half day to full day to walk the properties and document. Mr. Carr feels if you are going to hold an easement then you have to monitor these properties and be held responsible for their conditions. Selectman Kurk asked Mr. Carr to write up something for the Cable Channel for the need of a Forest Manager.

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9. REVIEW OF MASON & RICH AUDIT – Chairman Buono said there are a few areas of concern. Selectman Kurk commented there has been no activity posted on the bridge fund January-June, the prior years have not been closed out and the 2004 audit has not been completed. Vice Chairman Methot said the tax rate cannot be set without the completed audits. General Fund was unable to reconcile. The Tax Collector and Town Clerk have been reconciling their own accounts and doing their own deposits. Discussion of the disbursements being made after the warrant to keep better track of the accounts and keep the balances up to date. It was discussed comments were very general and not specific enough for the Board to understand. It was discussed the Board will have to discuss the audit further with Mason & Rich. Selectman Fiala said maybe it would make more sense to have Lisa Jeck and Tina Pellieter review the document and contact Mason & Rich and ask them the questions they need to have answered.

10. MANIFESTS

Chairman Buono moved, Vice Chair Methot seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated October 6, 2005. Passed 4-0-0.

Accounts payable	\$15,018.66
Fire Payroll	\$5,837.02
Gross Payrolls	<u>\$25,565.71</u>
Total	\$46,421.39

11. ADMINISTRATIVE REPORT

Chief Begin said he received a letter from Goffstown's Chief of Police thanking Sergeant James Carney for his assistance during the funeral of Retired Deputy Chief Roger Gobin.

The Board confirmed they will be holding a meeting with PARC on October 25, 2005.

The Board will be holding an informal coffee hour on October 26, from 6-8p.m. at the Safety Complex. The Fire Chief and Police Chief will be in attendance. Selectman Fiala will contact newspapers to submit an ad.

The Board discussed reaching out to other groups in town, PTO, Chamber of Commerce, Garden Club, Legion, and Lions Club were some groups mentioned.

The Board discussed a letter which was submitted by Paul Morin stating he needs to resign from the Southern New Hampshire Planning Board.

Selectman Kurk said she discussed with Malcolm Wright the need for a building maintenance and renovation plan. Mr. George Malette would like to form a committee to get the plan going. It was discussed Chip Meany should be included. Selectman Kurk recommended Mr. Malette contact Mr. Wright and Mr. Meany and discuss what the most effective plan would be.

Chairman Buono asked Chief Begin to see if the School/SAU were charged for the mailer last year.

Selectman Kurk said they should send out reminders to all Departments to have their commentaries sent in for the Town Mailer. It was discussed the Board would like to get photos from different events throughout the year.

Chief Begin said he needs to get the bids out for the town mailer/flyer.

Chairman Buono moved, Selectman Kurk seconded, to enter into nonpublic session @ 9:34 p.m. pursuant to the authority granted in RSA 91-A:3II(c). A roll call vote was taken. Vice Chairman Methot - yes; Selectman Kurk - yes; Selectman Fiala - yes; Chairman Buono - yes. Passed 4-0-0.

12. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary